

## Policy for APHIS Supervisors, Managers, and Executives

### Frequently Asked Questions (#3)

1. I am a supervisor who oversees the work of several employees. I have recently learned, through a very uncomfortable experience, that when supervisors fill out a 360 Assessment on their employees, the supervisor's input along with his/her name, is available to the employee. I found this very upsetting as I would not have answered the questions as I did had I known that my employees were going to know the feedback came from me. For an otherwise confidential assessment, how is this possible?

**Answer:**        **It is stated on the directions to the assessment that the supervisor's input on a given employee is, indeed, not confidential. The supervisor should use the 360 Assessment as a tool for opening the lines of communication with his/her employee and should always answer the questions as directly and honestly as possible. The employee's personal growth is dependent on feedback from their supervisor.**

2. It is my understanding that dates for implementation of the Training Policy in each Program have changed due to the fact that the performance cycle transition from the Pass-Fail has changed. Is this so and, if so, could you tell me my Program's new cycle?

**Answer:**

<u>Program</u>	<u>Last 2-level rating cycle</u>	<u>Begin first cycle under multi-level</u>
Administrator's Office	Oct. 1, 2005 - Sept. 30, 2006	October 1, 2006
AC	May 1, 2005 - April 30, 2006	May 1, 2006
MRPBS	July 1, 2005 - June 30, 2006	July 1, 2006
PPD and BRS	Sept. 1, 2005 - June 29, 2006	June 30, 2006
PA and IS	Oct. 1, 2005 - June 29, 2006	June 30, 2006
VS and WS	Oct. 1, 2005 - March 31, 2006	April 1, 2006
PPQ	Jan. 1 - June 29, 2006	June 30, 2006

3. I am a PPQ supervisor who has been working under two Policies. First the PPQ Training Policy for Supervisors, Managers, and Executives, and secondly, the APHIS Training Policy for Supervisors, Managers, and Executives. Now that the PPQ Training Policy has been rescinded, am I only obligated as a supervisor to follow the guidelines of the APHIS Training Policy?

**Answer:**        **That is correct. The guidelines for the APHIS and PPQ Training Policies were very closely written. PPQ supervisors working under both Policies found it to be a bit confusing when attempting to plan their self development, etc., for the coming year. Since all supervisors, PPQ included, are required to follow the guidelines of the APHIS Policy anyway, it seemed redundant to have a PPQ Policy. Hence, the PPQ Policy was rescinded. The APHIS Policy still stands.**